

Concur Expense

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TOP

TOP

TOP

Service Update : 37.0.1.0

**FAX COVER PAGE**

(see instruction below)

**Fax this page and your receipts to:  
866-502-9765****Report Summary:**

Report Name : November 19, 2008 Florida Trip  
Employee Name : CONSTANTINE-DAVIS, JEAN M.  
Report ID : 90402174665549DBACAF  
Employee ID : 090003  
Company ID : 17ABA  
Report Total : 600.31 USD  
Due Employee : 600.31 USD

**Receipts to Fax:**

- 11/20/2008; Ground Transportation (Car Rental, Parking, etc.); 83.70 USD;
- 11/20/2008; Hotel and Hotel Related Expenses (Parking, Tips, etc.); 308.15 USD;
- 11/22/2008; Ground Transportation (Car Rental, Parking, etc.); 86.00 USD;

BOTTOM

BOTTOM

BOTTOM

**INSTRUCTIONS FOR FAXING RECEIPTS**

(do not fax this page)

**To fax your receipts:**

1. Print the fax cover page and check for good quality (see below).

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120 UCC BY AND VALID ONLY ON

**SOUTHWEST AIRLINES®****ITINERARY / RECEIPT****DATE : 20NOV08****CONFIRMATION NUMBER : 2PWTUY****AGENT : e62403**AC-157TH (Rev. 12/07)  
Corporate Express Document & Print Management**ITINERARY****RECEIPT**

From	To	Flight	Date	Time	BC	Cust. name	Name	Reference Nbr	Base Fare	Fees/Taxes	Total
FLL	MCO	2972	20NOV	410P	Y	CONSTANTINE	DAVIS/ JEAN	52687643064361	253.95	40.05	294.00
MCO	BWI	3148	20NOV	530P	Y						

**GRAND TOTAL**

253.95 40.05 294.00

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BWI TAXI MANAGEMENT, INC.  
BALTIMORE/WASHINGTON  
INTERNATIONAL AIRPORT  
MARYLAND 21240

410-859-1100  
410-859-1102  
Operator of



RECEIVED FROM:

NAME \_\_\_\_\_

TRANSPORTATION TO \_\_\_\_\_

DATE 11/20/08 20 \_\_\_\_\_

CAB NO. \_\_\_\_\_

METER FARE	_____
BAGGAGE	_____
TOLLS	_____
OTHER	_____
TIP	_____
TOTALS	<u>86</u> -

**Chauffeur**

Please refer to rate schedules posted in each taxicab. Should you have any questions regarding local articles or service, please call BWI Taxi Management, Inc. (410-859-1102) or the Maryland Aviation Administration (410-858-7033). Thank you.

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<b>BILTMORE HOTEL</b>		<b>NO</b>	<b>36540</b>	<b>MISCELLANEOUS</b>
Business Center		Date 11/20/08		
Name	Jean Constantin-Davis			
Room #	548			
Folio #				
Explanation	BW/P	20 Pairs	20	00
			Total	20 00
Received By	Jean Constantin-Davis			

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Corner Bakery Cafe  
50 Massachusetts Ave., NE  
Washington, DC 20002

Table #Q#14

Trans#: 911790 Serv: ALAWIYA  
11/19/2008 08:00:20 AM #Cust:1

Quan	Description	Cost
1	Smoked Bacon Cheddar Pa	\$3.89
	Net Total:	\$3.89
	STATE	\$0.39

Your Opinion Is Important.  
Go to [www.cbcfeedback.com](http://www.cbcfeedback.com)  
within 72 hours and tell  
us about your visit.  
You could win \$5,000.00 in  
our monthly drawing!  
Code:11198080084179002

**TOTAL : \$4.28**

Food: \$3.89

Spice up the day with  
sweet tastes of fall.  
Enjoy a Gingerbread Pumpkin  
Baby Bundt and a Pumpkin Latte.  
Feed the Day!

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LODGE  
JANIN - ANNIN - BARNY

**Citi<sup>®</sup> AAdvantage<sup>®</sup> World MasterCard<sup>®</sup>**

Account Number AAdvantage is a registered trademark of American Airlines, Inc.

11/20	11/20	7RVTBDR1	NATIONAL CAR RENTAL FT LAUDERDALE FL PHONE NUMBER: 8002277388 NAME: DAVIS JEAN CONSTANTI PICKUP: 11/19/08 RETURN: FT LAUDERDALE FL 11/20/08 AGREEMENT NUMBER: B13877837	83.70
-------	-------	----------	--	-------



RA # 913877837	RES # 942067096 CONTRACT ID 5602589 EXT REF #	EC # FT #	
<b>RENTAL LOCATION</b> FT LAUDERDALE INTL ARPT (888)826 6890 600 TERMINAL DRIVE FT LAUDERDALE, FL 33315	<b>RENTAL DATE</b> 19-NOV-2008 <b>RENTAL TIME</b> 01:12 PM	<b>RETURN LOCATION</b> FT LAUDERDALE INTL ARPT (888)826 6890 600 TERMINAL DRIVE FT LAUDERDALE, FL 33315	<b>RETURN DATE</b> 21-NOV-2008 <b>RETURN TIME</b> 11:36 AM
<b>RATE RULES AND QUALIFICATIONS</b> INITIAL X SPECIAL CITY RATE Monthly Charge up to 31 Days		<b>VEHICLE INFORMATION</b> RESERVED Intermediate 2/4 Door Car Auto A/C DRIVEN Intermediate 2/4 Door Car Auto A/C CHARGED Intermediate 2/4 Door Car Auto A/C MAKE MODEL COLOR ODOMETER 0 PLATE REG AREA VEHICLE # BAY STALL	

CHARGES	UNIT	PRICE/UNIT	CURRENT CHARGE
<b>RENTER'S RESPONSIBILITY</b>			
• TIME & DISTANCE	MONTH	960.00 X	0.00
• TIME & DISTANCE	WEEK	240.00 X	0.00
• TIME & DISTANCE	Day	40.00 X	80.00
• TIME & DISTANCE	Hour	20.00 X	0.00
• UNLIMITED MILES/KM-TIME & DISTANCE	M/KM	0.00 X	0.00
REFUELING SERVICE CHARGE	Gallon	3.14 X	0.00
• RENTAL CAR FACILITY CHRG 3.95/DAY	Day		7.90
• CONCESSION RECOUPMENT FEE 10 PCT @ 10.00%			8.10
• FLORIDA SURCHARGE 2.00/DAY	Day		4.00
• TIRE/BATTERY FEE .02/DAY	Day		0.04
• LICENSE RECOUPMENT FEE .46/DAY	Day		0.92
SALES TAX 6.00%			6.06
<b>ESTIMATED CHARGES</b>		107.02	INITIAL X
(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).			
<b>PAYMENTS</b> MASTERCARD 2203 Auth #			

LOSS DAMAGE WAIVER (LDW) IS INCLUDED IN THIS RENTAL.

I DECLINE OPTIONAL CAREFREE PERSONAL PROTECTION COVERAGE (PERSPRO). X

I DECLINE PERSONAL ACCIDENT INSURANCE (PAI) WITH PERSONAL EFFECTS COVERAGE (PEC). X

I DECLINE NATIONAL'S OPTIONAL ROADSIDE SERVICE PLUS X

I DECLINE OPTIONAL THIRD PARTY BODILY INJURY AND PROPERTY DAMAGE INSURANCE (SLI). X

MY COMPANY'S AGREEMENT PROVIDES LOSS DAMAGE WAIVER (LDW) FOR BUSINESS RENTALS; OTHERWISE I AM RESPONSIBLE FOR ALL LOSS OR DAMAGE TO THE VEHICLE. X

THE VALID AND COLLECTIBLE LIABILITY INSURANCE AND PERSONAL INJURY PROTECTION INSURANCE OF ANY AUTHORIZED RENTAL OR LEASING DRIVER IS PRIMARY FOR THE LIMITS OF LIABILITY AND PERSONAL INJURY PROTECTION COVERAGE REQUIRED BY SS. 324.021(7) AND 627.736, FLORIDA STATUTES. X

**PLEASE READ IMPORTANT INFORMATION REGARDING AUTHORIZED DRIVERS WITHIN THE AGREEMENT (SEE RENTAL AGREEMENT JACKET).**

YOU AGREE TO ALL PROVISIONS CONTAINED WITHIN THIS AGREEMENT, INCLUDING THOSE CONTAINED WITHIN NATIONAL'S RENTAL AGREEMENT JACKET AND ALL APPLICABLE OPTIONAL PRODUCT BROCHURES, AND YOU ACKNOWLEDGE RECEIPT OF EACH OF THEM. YOU UNDERSTAND AND AGREE THAT, TO THE EXTENT PERMITTED BY LAW, IF YOU DO NOT COMPLY WITH CERTAIN KEY PORTIONS OF THIS AGREEMENT (AND, WHERE APPLICABLE, THE TERMS OF ANY ASSOCIATED CORPORATE,



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## Constantine-Davis, Jean

**From:** MICHELLE [mdavis@travizon.com]  
**Sent:** Monday, November 17, 2008 4:00 PM  
**To:** Elzie, Renee M.; Constantine-Davis, Jean  
**Subject:** Travel Reservation November 19 for CONSTANTINEDAVIS

TRAVIZON is pleased to deliver your complete travel itinerary through Sabre® Virtually There®.

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\*\*\*\*\*

### Itinerary

JEAN CONSTANTINEDAVIS

Reservation code: BTFVXZ

#### Travel Arranger Priority Comments:

FOR ASSISTANCE AFTER HOURS IN CASE OF AN EMERGENCY,  
PLEASE CALL 877-425-5155 / USE VIT CODE 8SY5

Wed, Nov 19

Flights: SOUTHWEST AIRLINES, WN 0262

From: BALTIMORE WASHNTN, MD (BWI)	Departs: 10:35am
To: FT LAUDERDALE, FL (FLL)	Arrives: 1:10pm
Arrival Terminal: TERMINAL 1	
Class: Economy	Seat(s): Check-In Required
Status: Confirmed	Airline Confirmation: 2PWTUY
Meal:	Smoking: No
Aircraft: BOEING 737-300 JET	Mileage: 929
Duration: 2 hour(s) and 35 minute(s)	
Please verify flight times prior to departure	

Wed, Nov 19-Fri, Nov 21

Car: NATIONAL CAR RENTAL

Pick Up: FT LAUDERDALE, FL (FLL)	Pick Up Date/Time: Nov 19/1:10pm
Telephone: 888-826-6890	Fax: 954-359-8313
Drop Off: FT LAUDERDALE, FL (FLL)	Drop Off Date/Time: Nov 21/11:35am
Telephone: 888-826-6890	Fax: 954-359-8313
Type: Intermediate Car Automatic Air	Car(s): 1
Status: Confirmed	Confirmation: 942067096COUNT
Rate Info: Guaranteed	Rate Code: A214
Client ID:	Corporate Discount #: 5602589
Rate Plan: 2 Days, 0 Hours	
Daily: 40.00 USD UNL MI/KM 0.00 Extra MI/KM	
Extra Hour: 20.00 USD UNL MI/KM 0.00 Extra MI/KM	
Extra Day: 40.00 USD UNL MI/KM 0.00 Extra MI/KM	
Mandatory Charges: 27.02 USD	
Approx Total Price: 107.02 USD UNL MI/KM 0.00 Extra MI/KM	

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Fri, Nov 21

Flights: SOUTHWEST AIRLINES, WN 2366

From: FT LAUDERDALE, FL (FLL)

Departs: 11:35am

Departure Terminal: TERMINAL 1

To: BALTIMORE WASHNTN, MD (BWI)

Arrives: 2:10pm

Class: Economy

Seat(s): Check-In Required

Status: Confirmed

Airline Confirmation: 2PWTUY

Meal:

Smoking: No

Aircraft: BOEING 737-700 JET

Mileage: 929

Duration: 2 hour(s) and 35 minute(s)

Please verify flight times prior to departure

ARRANGER REMARKS

Notes:

PLEASE REVIEW ALL DOCUMENTATION IMMEDIATELY

~~TRAVIZON DOES NOT ACCEPT RESPONSIBILITY~~

~~FOR DISCREPANCIES REPORTED MORE THAN 24 HOURS AFTER~~

~~RECEIPT OF DOCUMENTS, WHETHER BY FAX, ELECTRONIC~~

~~DOCUMENT, OR PAPER TICKET.~~

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host=1W&pnr=2LNAC7H3RQOS&name=CONSTANTINEDAVIS&language=0&email=2](http://www.sabremobile.com/view_pnr.wml?host=1W&pnr=2LNAC7H3RQOS&name=CONSTANTINEDAVIS&language=0&email=2)

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## Travel Arranger Priority Comments:

FOR ASSISTANCE AFTER HOURS IN CASE OF AN EMERGENCY.  
 PLEASE CALL 877-425-5155 / USE VIT CODE 8545

**Wed, Nov 19**

From: BALTIMORE WASHNTN, MD (BWI)  
 To: FT LAUDERDALE FL (FLL)

Departure Terminal: Arrival Terminal: TERMINAL 1

Seat(s): Check-in Required Notes: Status: Confirmed

Date: [Check for latest information](#)

Departs: 10:35am Arrives: 1:10pm  
 Duration: 2 hour(s) and 35 minute(s)  
 Class: Economy

Car: NATIONAL CAR RENTAL

Pick Up: FT LAUDERDALE, FL (FLL)

Pick Up Date/Time: Nov 19/1:10pm  
 Phone: 888-826-6890  
 Fax: 854-359-6313

Drop Off: FT LAUDERDALE, FL (FLL)  
 Type: Intermediate Car Automatic Air  
 Car(s): 1

Drop Off Date/Time: Nov 21/11:35pm  
 Confirmation: 942067096COUNT  
 Status: Confirmed

Hotel: BILTMORE (LEADING HOTELS) [+ map](#)

Check In: Nov 19

Check Out: Nov 21  
 Room Type: ABC CORPORATE/ABC PREMIER PROG  
 Status: Confirmed

Room(s): 1

Guarantees: Room is guaranteed for late arrival

ClientID:

Corporate Discount #:

Address: 1200 ANASTASIA AVENUE

Phone: 1-305-4451926

CORAL GABLES FL 33134

Confirmation: 42557802

Rate: 255.00 USD / night

Fax: 1-305-8133159

Cancellation: Cancel 48 hours prior to arrival to avoid a penalty.

**Fri, Nov 21**

Flights: SOUTHWEST AIRLINES, WN 2366

[Notify me of flight changes](#)

From: FT LAUDERDALE, FL (FLL)  
 To: BALTIMORE WASHNTN, MD (BWI)

Departure Terminal: TERMINAL 1 Arrival Terminal:

Seat(s): Check-In Required Notes: Status: Confirmed

Date: [Check for latest information](#)

Departs: 11:35am Arrives: 2:10pm  
 Duration: 2 hour(s) and 35 minute(s)  
 Class: Economy

Notes:

PLEASE REVIEW ALL DOCUMENTATION IMMEDIATELY  
 TRAVIZON DOES NOT ACCEPT RESPONSIBILITY  
 FOR DISCREPANCIES REPORTED MORE THAN 24 HOURS AFTER  
 RECEIPT OF DOCUMENTS, WHETHER BY FAX, ELECTRONIC  
 DOCUMENT, OR PAPER TICKET.  
 THANK YOU FOR BOOKING WITH TRAVIZON.



1200 ANASTASIA AVENUE • CORAL GABLES, FLORIDA 33134 • 305-445-1926

548

Room No.

MS. JEAN CONSTANTINEDAVIS  
 18705 WILLOW OAK DR  
 DERWOOD , MD 20855

Folio No	U1761	BCA
	11/19/08	2:28 PM
Arrive	11/20/08	Clerk 8:30 AM
Departure		
Rate	0	
Package	\$ .00	
No. In Party		
Deposit Rec'd.		

Date	Code	Description	Charges	Credits
11/19/08	O5 00570774	Portana Restaurant POS Charge	22.88	
11/19/08	O3 00570924	Room Service POS Charge	38.43	
11/19/08	R1 548	Room Charge	255.00	
11/19/08	T1 548	ROOM TAX	33.15	
11/19/08	IS 548	Resort Fee	20.00	
11/20/08	O8 36540	Business Center BW/P	20.00	
11/20/08	VM xxxxxxxxxxxxxxxxx0773	PAID BY VISA/MASTERCARD Checkout 8:30A		389.44

Amount Due: .00



1200 ANASTASIA AVENUE • CORAL GABLES, FLORIDA 33134 • 305-445-1926

**548**

Room No.

MS. JEAN CONSTANTINEDAVIS  
18705 WILLOW OAK DR  
DERWOOD , MD 20855

Folio No	U1761	WAC
Arrive	11/19/08	2:28 PM
Departure	11/20/08	Clerk IN
Rate	\$255.00	
Package	1	
No. in Party	\$ .00	
Deposit Rec'd.		

Date	Code	Description	Charger	Credits
11/19/08	O5 00570774	Portana Restaurant	22.86	
		POS Charge		
11/19/08	O3 00570924	Room Service	38.43	
		POS Charge		
11/19/08	R1 Pre Print	Room/Pkg Chg	255.00	
11/19/08	RT Pre Print	Room Tax	33.15	
11/19/08	IS Pre Print	Resort Fee	20.00	

Amount Due: **369.44**

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any or the full

Guest  
Signature